

## **Index of documents sent electronically to FC auditors on 9-12-05.**

These documents, plus others, will be compiled into in a binder for each member of the audit team, and will be available on September 19.

The following is attached:

1. Audit Document Matrix – this spreadsheet summaries the method by which the listed documents will be provided. Note that the yellow highlighted documents are attached to this note, and will also be included in a binder for you on September 19.
2. Information Packages – the tables inserted into the information packages section of your audit plan indicate what documents will be or can be made available to you. The documents highlighted in yellow are attached to this note. The documents with an asterisk are those cited as references in our work instructions. Please let me know if you anticipate needing hard copies of any of these other documents and we can make them available when you arrive; otherwise most of them are available on line and, if the need should arise, they will be available on request during your two weeks here.
3. Staff directories for Forest, Mineral, and Fire Management Division, Wildlife Division, and Fisheries Division, and the DNR Executive Office Org Chart. Also included are management unit maps for Wildlife and Fisheries Divisions. (6 documents total).
4. Maps of the state forest system and of public lands (three separate documents).
5. Forest Certification Audit Preparation Report prepared by our consultant Craig Howard of BioForest Technologies.
6. A cross reference spreadsheet that links our work instructions to the forest certification standards.
7. A complete set of forest certification work instructions.
8. Operational Management Guidance for State-owned Forest Lands (referenced in our Strategic Framework work instruction).
9. Conservation Area Management Guidelines (referenced in our Biodiversity Management work instruction).
10. Conservation Area Annual Protection and Representation Planning Assessment.
11. 2005 Final Draft Internal Audit Reports.
12. Management Review Meeting Minutes 8-31-05
13. Statewide Corrective Action Summary and Tracking Record that was approved at the 8-31-05 Management Review.
14. Summary of the statewide non-conformances.
15. MDNR Timber Harvest Determination Process.
16. Resource Assessment Process (RAP) Flow Chart.
17. Habitat Improvement Projects - Completed or Planned for 2003 and 2004.
18. Michigan Wildlife Conservation Strategy Executive Summary.
19. Draft Michigan Off-road Vehicle Plan (2005).
20. 2003-2007 Michigan Comprehensive Outdoor Recreation Plan.
21. Appendix Chart form OI Manual: Land Management – Operations Inventory to Operational Planning chart